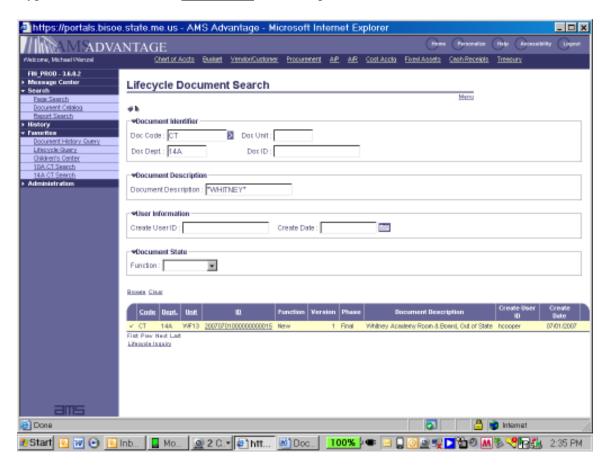
Lifecycle Document Search

Go to **Search** and then **Page Search**

Type LFDOCSCH in the **Page Code** field and press enter.



Enter either CT or GAE in the **<u>Doc Code</u>** field. In the **<u>Doc Dept</u>** field enter your agency code i.e. 10A, 14A etc. To broaden your search, you can enter multiple Dept by placing a comma between the agency code numbers: i.e. 10A, 14A.

Use the <u>Doc Id</u> field to find agreements where you may only know a portion of the CT/GAE number or you are looking for a group of agreements with the same numbering scheme. If you use the wildcard % and then N for GAE, a larger selection will be found

Another nice way to find your agreements is to use the **<u>Document Description</u>** option when creating CTs. This will allow you to use the Lifecycle Query to search by the words entered in the **<u>Document</u> <u>Description</u>** field.

You can use the <u>Create User Id</u> field to sort your CT/GAE. If you type mwenzel in this field you will get all the CT/GAE s that Mike Wenzel submitted. You can also search by the <u>Create Date.</u>

If you want to filter further you can use the **function** option under **Document State** section. You can filter on the following CT/GAE types: New, Modification, Cancellation.